

Report Date: 31 Jan 2014

Summary Report for Individual Task
101-92A-1405
Perform Stock Control Inventory Management Functions
Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Assigned as an Automated Logistical Specialist working in the stock control section of the supply support activity; having a requirement to perform the initial preparatory and continuation actions required for the conduct of a physical inventory by the storage section. Responsible for creating the physical inventory, printing (if required) of the inventory count sheets; managing inventory control sheets as the inventory progresses, and initiating recounts when counts don't match and are above the Inventory Adjustment Report (IAR) threshold. Given a computer system with internet access; and the GCSS-Army enterprise software application installed and configured.

Standard: Created physical inventory record(s); printed inventory count sheets (if required); and managed count sheets in support of counts and recounts.

Special Condition: None

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Create the physical inventory record.

- a. Key in ZLX26 on the command line and execute.
- b. Key in the warehouse number.
- c. Key in the storage type.
- d. Click the "Execute" button.
- e. Click the "Activate Documents" button.
- f. Record the inventory number (if required) to aid in printing count sheet.
- g. Click the "Back" button.
- h. Click the "Back" button again.

2. Print the inventory count (if required).

Note: If the inventory is being conducted using AIT devices, then printing of the inventory count sheet is not required.

- a. Key in SP02 on the action line and execute.
- b. Click on the appropriate spool number checkbox.
- c. Click the "Type" button.
- d. Review the inventory number to ensure it is the one to be processed.
- e. Click the "Print Directly" button.
- f. Click "OK" to print the count sheet.
- g. Click the "Back" button.

3. Print the inventory control sheet after spool expiration (If Required).

- a. Key in ZLi04 on the action line and execute.
- b. Key in the warehouse number.
- c. Key in the inventory record number.
- d. Click the printer field and select the dropdown next to it.
- e. Click the "Continue" button.
- f. Select the output printer and click the "Copy" button.
- g. Click the "Print Immediately" checkbox.

h. Press "Enter".

i. Click "OK" to print.

4. Manage a physical inventory record.

Note: This is a conditional step and is only used when you need to deactivate and later reactivate an inventory record or to delete an inventory record.

a. Key in Li02N on the action line and execute.

b. Key in the warehouse number.

c. Key in the inventory record number.

d. Press "Enter".

e. Click the "Header" button to view inventory record status.

f. Click the "Overview" button.

g. Click the "Physical Inventory Document" menu bar item.

h. Select the appropriate action:

(1) Activate.

(2) Deactivate.

(3) Delete.

i. Click "Yes" to confirm the action.

5. Initiate a recount.

a. Key in Li14 on the action line and execute.

b. Key in the warehouse number.

c. Key in the inventory record number.

Note: If the inventory number is unknown, use T-code LX17 to find.

d. Press "Enter".

e. Click the "Initiate Recount" button.

6. Post Inventory Counts (if required).

7. Verify all inventories are cleared.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores NO-GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Created the physical inventory record.			
2. Printed the inventory count (if required).			
3. Managed a physical inventory record.			
4. Printed the inventory control sheet after spool expiration.			
5. Initiated a recount.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	GCSS-Army EUM+	GCSS-Army End User Manual Plus	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
10-2-0014	Set Up Supply Operations	10 - Quartermaster (Collective)	Approved
10-2-4008	Provide Class II, III (Packaged), IV, VII, IX, Map Supplies and Bottled Water	10 - Quartermaster (Collective)	Approved
10-2-0717	Direct Supply Operations	10 - Quartermaster (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92A Automated Logistical Specialist SL10 ICTL	Enlisted	MOS: 92A, Skill Level: SL1